

**MINUTES**  
**COLEMAN PROFESSIONAL SERVICES**  
**BOARD OF TRUSTEES**  
**October 26, 2015**

*The Board of Trustees of Coleman Professional Services met in regular session in the Kent Building, 5982 Rhodes Road, in the City of Kent, at 7:00 p.m. on the twenty-sixth day of October, 2015 the hour and date duly established for said meeting.*

**I. Call to Order and Welcome**

Trustees present: Toby Ann Weber, Kathy Baker, Russell Burgett, Laura Cessna, Roger Cram, Cid Cruise, Elizabeth Curtis, Justin Gates, Darryl Hunt, Frances Lantz, Sarah Malcolm, Adam Rubin, Brian Steere, Linda Walker, Sherrie Brown-MHRB rep

Trustees absent: Asha Goodner, Heather Madden, Rebecca Moore, Lisa Muldowney, Michael Selzer, Lon Snyder

Also in attendance: Nelson W. Burns, President and Chief Executive Officer  
Daisy Morris, VP and Chief Financial Officer  
Sandy Myers, VP and Chief Clinical Officer  
Tom Hatch, Chief Officer of Resource Development  
Mark Woods, Chief Officer of Stark County BH  
Jody Harkcom, Recorder

\*\*\*

**Call to Order:** Toby Ann Weber, President, calls the regular Board of Trustees meeting to order at 7:04 p.m.

**II. Mission Moment:** Sandy Myers presents Trauma Informed Care Training, Part II

**III. Review of Agenda**

Toby Ann Weber reviews the agenda for tonight's meeting.

**IV. Disposition and Approval of Minutes**

The meeting minutes for September 21, 2015 are reviewed and approved.

**FY16-15**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees approves the minutes dated September 21, 2015.

**Action:** Kathy Baker made a motion that the board approve the minutes dated September 21, 2015. Fran Lantz seconded the motion; Sarah Malcolm and Laura Cessna abstained. The motion passes.

**V. Standing Committee Reports:**

**a) Finance and Operations Committee: Adam Rubin reports**

- Adam Rubin summarizes the financial highlights report for September ending, 2015.
- The auditors will present the audit draft to the Finance Committee. It will be presented at the November board meeting.

**b) Human Resources: Sarah Malcolm reports**

- Preparation for CARF accreditation is in full force. CARF will be at Coleman for the survey on December 14-16, 2015.
- The new platform for HR administration (DATIS) will go live on November 21.
- The HR Committee will begin its review of the personnel policies and bring the policies to the November board meeting.

**c) Public Policy and Marketing Committee: Linda Walker reports**

- Nelson Burns, Roger Cram, Elizabeth Curtis and Kathy Myers attended Hill Day in Washington DC on October 5-6. At the request of the committee, Roger and Elizabeth gave an account of the experience. The next Hill Day is scheduled for June 6-7, 2015. Check your calendars and save the date to attend.
- Dessert Extravaganza was held on October 25. It is estimated that the event raised about \$9,500 to support Adult Day Services.
- October 9 is the fund raiser for Coleman Pregnancy Center.
- Youth Board presentations and activities are still moving toward removing the stigma of mental health. Dr. Edie Todd is scheduling presentations at area Kent Schools.
- Be aware of Issue 3 on the ballot. A flyer has been included in your packet in support against this issue. The PPM Committee is recommending that the CPS board officially oppose the passage of issue 3. See discussion in New Business

**d) Continuous Improvement and Client Rights – Sandy Myers reports**

- Product improvement report is summarized.
- Mark Woods, Chief Officer/Stark County BH attended the committee meeting.
- Sandy Myers summarized report and measurements.
- Mark Woods is chairing a leadership committee on tobacco cessation. He shared the progress made on this program with the committee. The tobacco cessation committee could start using prevention strategies for tobacco cessation and CICR committee could monitor the results.

**VI. Community Committee Reports****Mental Health and Recovery Board –**

The MHRB minutes are included in the board notebook for review.

**Coleman Foundation Report - Tom Hatch reports**

- Annual fund drive will kick-off early in November.
- Tom Hatch reviewed the grant report.
- The Dessert Extravaganza was held on October 25. The event was based on a Halloween theme and many guests joined in by wearing costumes. Proceeds will benefit Adult Day Services.
- The Coleman Pregnancy Center held its first ever fundraising event on October 9. This first-time event raised approximately \$13,000.
- Coleman is planning to have an open house at Coleman Data Solutions to thank our funders for their support.
- Burns residential campaign began with a \$30,000 gift from Nelson and Suzanne Burns. The goal is to match this 30,000 donation.
- Upcoming fundraisers:
  - Brunch Bunch is held on Thanksgiving morning. The proceeds are split between Coleman, Family and Community Services and the Ben Curtis Fund.
- Coleman is working with local, state, federal agencies to fund TAY housing in Portage and Stark Counties.

**VII. Old Business****a. Board Bylaws and Policies Distribution**

The Board bylaws and policies were distributed to all board members via e-mail. A hard copy is available to anyone who would like one.

**b. Personnel Policies**

The motion to approve the following personnel policies were brought to the board by the Human Resources Committee. The board members reviewed and approved.

- i. Required Screenings: Policy is reviewed by board members
- ii. Dress Code Policy: Policy is reviewed by board members

**FY16-16**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees has reviewed and accepted the personnel policy for Required Screenings.

**Action:** The motion to approve the Required Screenings personnel policy was brought to the board by the Human Resources Committee. All in favor; the motion passes unanimously.

**FY16-17**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees has reviewed and accepted the personnel policy for Dress Code.

**Action:** The motion to approve the Dress Code personnel policy was brought to the board by the Human Resources Committee. All in favor; the motion passes unanimously.

c. Strategic Planning

Nelson Burns, CEO highlights the critical areas of the Strategic Plan. Under each critical area are measureable objectives to reach the critical goal. Toby suggests that CPS Board of Trustees adopt these strategic directions.

**FY16-19**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees reviews and adopts the Strategic Plan as presented by Nelson Burns, CEO.

**Action:** Roger Cram made a motion that the board adopt the Strategic Plan as presented by Nelson Burns, CEO. Linda Walker seconded the motion; the motion passes.

**VIII. New Business**a. Wapakoneta offices

Adam Rubin reports that the Finance Committee reviewed the building in Wapakoneta, Ohio (Auglaize County). Coleman is considering buying this building for expansion into Auglaize County. Coleman will make an offer after an appraisal and inspections are complete. If the decision is favorable on the purchase of this building, the Finance Committee will bring the details to the board at November's meeting. No action is required tonight.

b. Issue 3 on November ballot

The discussion was held earlier in the meeting during the Public Policy and Marketing Committee report. It was decided that the CPS board will officially oppose Issue 3.

**FY16-18**

**BE IT RESOLVED**, the Coleman Professional Services Board of Trustees will officially oppose Issue 3 legalizing marijuana on the November 3 ballot, to write a letter to the editor of the newspaper and post its opposition on the Coleman website and social media websites on the basis of consistency with clinical best practices.

**Action:** The motion to oppose Issue 3 legalizing marijuana on the November 3 ballot was brought to the board by the Public Policy and Marketing Committee. Sarah Malcolm abstains, all others vote in favor; the motion passes.

**IX. Appreciative Inquiry Questions**

None discussed at this meeting.

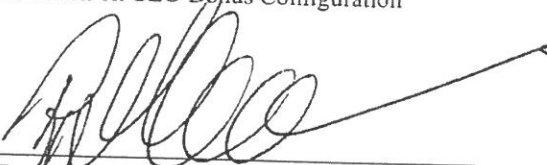
**X. CEO and Board President's Report**

1. Jefferson Phase II is scheduled to start up on October 29, 2015 providing services in two out of the three buildings.
2. Margaret Clark Morgan Impact Award Dinner: The reservation deadline is Friday, November 6, 2015. Respond directly to MCMF as instructed on the invitation received.

General session adjourns: 8:33 p.m.

**XI. The Board of Trustees goes into Executive Session: 8:37 p.m.**

Board Discussion on CEO Bonus Configuration

  
\_\_\_\_\_  
Roger Cram, Board Secretary

\_\_\_\_\_  
November 16, 2015

\_\_\_\_\_  
Date